



## CHARITY COLLECTIONS (2017 – 2018)

Please complete this form in full and submit it to the Membership Services Reception, floor of the Union.

Please take the time to read the tips on the back.

Please note that all forms must be submitted no later than 7 working days before the proposed date of fundraising.



Contact Details			
Club/Society:			
Name and Committee Member Position:			
Student Number:			
Email:			
Mobile:			
Details of Proposed Collection			
Charity Name:			
Registered UK Charity Number: Charity Address: <small>(please see link on reverse to confirm charity is registered)</small>			
Payment to Charity (BACS transfer) please provide account details	Sort code:		
	Account number:		
<b>SOCIETY-FUNDRAISER-CHARITY</b>			
Please outline what you doing to raise money, when and where you are hoping to do it (including times) and approximate number of people involved. If you plan on holding this event on campus, permission must be gained from the University first- this can be done through the Union – please contact Angie Drinkall for further support. ( <a href="mailto:a.drinkall@hull.ac.uk">a.drinkall@hull.ac.uk</a> ) Tel: (01482) 466295			
Is the Event on Campus? – <small>(Requires Event Permission Form and Risk Assessment)</small>	YES / NO	Is the Event Off Campus? – <small>(Requires Risk Assessment)</small>	YES / NO
<b>IMPORTANT: Have you completed a risk assessment? Every activity requires a risk assessment.</b> Please contact <a href="mailto:A.Drinkall@hull.ac.uk">A.Drinkall@hull.ac.uk</a> to arrange this.			
<b>Office Use Only</b>			
Approved (sign): _____		Date approved: _____	
<b>Finance Use Only</b>		Amount paid to VPM RAG 58031 SRI: _____	
Date: _____	Amount: _____	Code to VPM RAG 68409	PIN: _____

### Fundraising Agreement - IMPORTANT

By signing this document I agree to the following:

- All money must be paid in to the Cash Office (first floor of the Union) only, immediately after the event. In exceptional circumstances, where fundraising occurs in the evening, money must be given to the Duty Manager in the Students' Union Sanctuary Bar. Please note that this bag must be clearly labelled with your name and the charity it is for.
- Please note that bucket seals may only be broken by staff and staff only must count the money.
- Buckets can be signed out from Membership Services if required and must be returned here as soon as possible after the event.
- Should you fail to pay in money immediately after the event, you hold fundraised monies at your own risk.
- HUU has the right to not approve or endorse any fundraising event at any time.

<b>SIGNED:</b>	
<b>EVENT ORGANISER:</b>	<b>DATE:</b>



## Charity Collections Guide - Your simple 10-step guide to fundraising.

<b>1</b>	<b>Decide what to do!</b>	<p>Quite simply, have a think about who you want to raise money for, how you plan on doing it and when. Please note that you can <u>only</u> fundraise for a registered UK charity. You can check the list here at</p> <p><a href="http://apps.charitycommission.gov.uk/showcharity/registerofcharities/RegisterHomePage.aspx">http://apps.charitycommission.gov.uk/showcharity/registerofcharities/RegisterHomePage.aspx</a></p>
<b>2</b>	<b>Contact the charity</b>	We strongly recommend that you contact the charity you have chosen to raise money for and get their bank details. They love to hear what their supporters are up to and sometimes can offer you promotional materials such as flyers, posters or balloons.
<b>3</b>	<b>Fill in a charity collection form.</b>	<p>These are available online at <a href="http://hullstudent.com/activities/rag">hullstudent.com/activities/rag</a> from Membership Services, or Finance Office.</p> <p>Make sure you complete it fully, outlining what you are planning on doing to raise money and which charity it is for.</p>
<b>4</b>	<b>Hand the form in</b>	Hand to Angie Drinkall based in membership services office, Student Central. From here your form will be processed.
<b>5</b>	<b>Complete a risk assessment / event permission form</b>	<ul style="list-style-type: none"> <li>• Every activity requires a short risk assessment to be completed and signed, to cover you by our insurance.</li> <li>• Events on campus require authorisation from the university, and you must complete an events permission form to obtain this.</li> </ul> <p>Please contact <a href="mailto:A.Drinkall@hull.ac.uk">A.Drinkall@hull.ac.uk</a> to arrange for this to be completed.</p>
<b>6</b>	<b>Wait for approval</b>	Your form may take a little while to approve, so please be patient. You will receive an email with a copy of your charity collection form, once it has been approved. If on campus you need a University permission form please contact <a href="mailto:a.drinkall@hull.ac.uk">a.drinkall@hull.ac.uk</a>
<b>7</b>	<b>Promote your event</b>	Once you have had confirmation that your event has been approved, make sure you market your fundraising event well, so more people will turn up to it!
<b>8</b>	<b>☺ Happy Fundraising! ☺</b>	
<b>9</b>	<b>Pay in your money</b>	<ul style="list-style-type: none"> <li>• After you have completed your fundraising event, you <u>must</u> pay all money in to the Cash Office, found on the first floor of the Union.</li> <li>• Please note it is open 11-3 Monday to Thursday and 11-3.00 on Friday.</li> <li>• <u>You must bring your charity collection form with you when you pay your money in to the Cash Office-</u> without the form, the money cannot be paid to your chosen charity!</li> <li>• If the Cash Office is closed, you will need to give the money, in a sealed charity bucket or money bag and charity collection form, to the Duty Manager in the Sanctuary bar.</li> </ul>
<b>10</b>	<b>Celebrate your success</b>	Make sure you take plenty of photos to send HUU after your event and let us know how much you have raised- don't be afraid to shout about it!